



## **Delegate Pre-Approval & Request for Tuition Reimbursement**

The Tuition Reimbursement Program will provide funds for staff to assist them in continuing their professional growth, which may include under-graduate and graduate degree programs. This can be used when the staff receives no other funds from any other source, such as government grants and scholarships. Reimbursement shall only be made for course work at accredited colleges, universities and instructional institutions and/or for course work **required** to maintain current licensing or permits as deemed appropriate by the **Agency**. In addition, reimbursement shall only be applicable for the actual cost of the tuition/enrollment, books and other mandatory student fees, not to exceed the current contractual or grant amount per “defined” year. Defined year for Head Start Staff is August 1 through July 31. Defined year for Non- Head Start Staff is July 1 through June 30.

### **Requirements to be eligible for tuition reimbursement:**

- 1. Complete contact information and course information/pre-approval and submit this form to your Director or designated staff for approval PRIOR to the course registration date. Applications submitted for approval 2 days after the “Late Registration” deadline of the instructional institution will not be approved. Forward a **copy** of the pre-approval request form to the Staff Development Unit at the address listed below or you can fax it to (916) 263-4063, Staff Development Unit, Attention: Doris/Ellen.**
- 2. Obtain a grade of C (or equivalent) or better**
- 3. Within 30 days after completion of pre-approved course(s), submit grades, completed Tuition Reimbursement Form, Statement of Financial Aid, all original receipts (to include receipts for tuition, books, & classroom tools) to your Director for FINAL approval.**

Once final approval is obtained, please forward all documents to the **Staff Development Unit, SETA, 925 Del Paso Blvd., Suite 100, Sacramento, CA 95815 – Attention: Doris Manship**

## **Checklist (Documents Needed for Reimbursement)**

- \_\_\_\_\_ **Staff Tuition Reimbursement Form completed and signed by Manager**
- \_\_\_\_\_ **Enrollment document**
- \_\_\_\_\_ **Original receipts for books and materials**
- \_\_\_\_\_ **Original receipt for fee payment OR**
- \_\_\_\_\_ **Account Distribution record OR**
- \_\_\_\_\_ **Student Registration status report marked paid by college**
- \_\_\_\_\_ **Statement of Financial Aid (completed by educational institution)**
- \_\_\_\_\_ **Copy of grade(s) received (“C” or better or equivalent)**
- \_\_\_\_\_ **Transcript showing education status (Head Start Staff: If holding a B.A. /B.S. or higher, classes must relate to Early Childhood Education and/or be required for employment at Head Start, or be related to Head Start content areas.)**
- \_\_\_\_\_ **Required reading list**

**For Information or Assistance, Contact SETA’s Staff Development Unit  
at 263-5450 (Doris Manship) or 263-3907 (Ellen Frantz)**

*Note: If a Delegate Director signs a staff’s form, it will be assumed that the classes are appropriate for the Delegate Agency’s requirements.*

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